Before you begin:

- **READ THE FOA** which can be found at [http://grants.nih.gov/training/F_files_nrsa.htm](http://grants.nih.gov/training/F_files_nrsa.htm)
- **Refer to the SF424 Guidelines** which can be found at [http://grants.nih.gov/grants/funding/424/index.htm](http://grants.nih.gov/grants/funding/424/index.htm)
- Proposals MUST be submitted via Grants.Gov on or before 5:00pm Local Time on Deadline Date. If an NIH “standard deadline” date falls on a weekend or Federal holiday, the deadline is extended to the following business day.
- The individual Fellowship applicant for whom support is being requested is designated as the PD/PI on the application and must be registered in eRA Commons as PI. The mentor, also needs a valid eRA Commons ID listed, their role is Mentor.

Kuali Coeus (known as KC) specifics:
- Candidate should be the named PI. At award stage an account is established with the Mentor as the PI and the candidate referenced in the title. (note, the fellow does not need PI status).

**Sections of the Application**

**RR SF424** – self-explanatory, but please note:

Box 1. Ensure correct box is checked: “Application” or “change/corrected”
Box 4a. Box is completed with the NIH grant number if a Resubmission i.e., CA123456
Box 6. TIN/EIN = 1042103594A1
Box 8. Type of application: ensure correct box is check (either NEW or RESUBMISSION)
Box 10. Ensure solicitation information is completed.
Box 11. Title: suggest no special characters are used. Limit 200 characters including spaces between words and punctuation.
Box 12. Ensure start dates are correct.
Box 13. MIT Congressional District = MA-007
Box 16. The program is NOT covered by E.O. 12372
Box 17. Should be AGREE
Box 21. Cover letter is attached here.

**Cover letter** – Required for fellowship applications. The cover letter must contain the list of referees (including name, department affiliation, and institution).

**Note:** The Cover Letter no longer conveys any information regarding assignment of the application, this must be done by the new PHS ASSIGNMENT REQUEST FORM, an optional form. There is a Kuali Coeus quick card which may be helpful:

**R&R Other Project Information**

1. Human Subjects - Assurance No. 00004881
   a. If YES and EXEMPT: the exemption number must be included.
b. If YES and IRB review is necessary: ensure all necessary attachments are included on the PHS398 Research Plan page or the package will error (see below).


   Note: if applicant answers “NO” to “PENDING” for animal or human approval then an approval date must be entered. If not, the package will error.

   If animal involvement is anticipated within the period of award but plans are indefinite, check "Yes" and add the Vertebrate Animals attachment to provide an explanation and to indicate when it is anticipated that animals will be used. If an award is made prior to the involvement of animals, the grantee must provide all of the information required by adding a Vertebrate Animals attachment in the Research Plan and verifying an IACUC approval to the awarding component

4. Environmental Questions – expected to be NO
5. Historic Place – expected to be NO
6. International Collaboration – if YES, ensure KC is marked for VPR review; will be required at award time.
7. Project Summary /Abstract – 30 lines max; summary of the proposed activity
8. Narrative - short 2-3 sentences for lay audience explaining “relevance to Public health”
9. Bibliography and References cited – list all authors – “et al” not allowed; PMCID numbers if available.
10. Facilities/Resources – identify the facilities available to the program to demonstrate capability of research site to complete the proposal, include all performance sites

   Provide in the Attachment a detailed description of the institutional facilities and resources available to the Fellowship applicant. The information provided is of major importance in establishing the feasibility of the goals of the fellowship training plan.

11. Equipment – list equipment available to the program to demonstrate capability of research site.
12. Other Attachments - If required by PA/RFP solicitation (but are discouraged)

   − Certification Letter for Pre-doctoral Fellowships (F31) to Promote Diversity
     a. Applications submitted for Individual Pre-doctoral Fellowships (F31) to Promote Diversity in Health-Related Research are required to attach a Certification Letter (titled Diversity_Eligibility_Ltr) from the institution certifying eligibility of the Fellowship applicant for the program. The letter should avoid revealing sensitive personal information, such as the candidate’s specific racial/ethnic background or type of disability. The Certification Letter must be on institutional letterhead and scanned so that an institutional official signature is visible.

   Performance Site Information(s)
   − List MIT plus any other sites where science will be performed.

   R&R Key Persons
   − The Fellow is listed with the PD/PI role and MUST provide eRA Commons User ID in the “Credential” box.
   − Ensure the * sections are completed (address, including 9 digit zip code, e-mail, phone number).

   − List Mentor (s), OSCs and Consultants. Note: Project role is ‘Other’, then ‘Sponsor” for the faculty mentor, they also MUST have an eRA commons ID.
   − Biosketches required for ALL persons listed in this Senior/Key Person Profile page.
NIH NRSA Fellowship Proposal Preparation Checklist

See the website for further guidance as needed
http://grants.nih.gov/grants/forms/biosketch.htm

Unless the PA/RFA requires, do not provide “Current & Pending Support” at proposal time

**PHS 398 Fellowship Supplement**

1. **Introduction:**
   - Use ONLY for Resubmission
   - Limited to ONE PAGE unless specified otherwise in FOA.

2. **Fellowship Application Section (NEW!! With FORMS-D) – limit 6 pages.**
   a. Doctoral Dissertation and Research Experience
   b. Training Goals and Objectives:
   c. Activities Planned Under this Award:

3. **Specific Aims – Limited to one page**

4. **Research Strategy – Limited to 6 pages.**
   a. Significance
   b. Innovation (do not use unless specified in the FOA)
   c. Approach

5. **Respective Contributions – Limited to 1 page**
   
   Describe the collaborative process between you and your sponsor/co-sponsor in the development, review, and editing of this research training plan. Discuss the respective roles in accomplishing the proposed research.

6. **Selection of Sponsor and Institution – Limited to 1 page.**
   a. Describe the rationale/justification for the selection of the sponsor and institution

7. **Progress Report (leave blank)**

8. **Training in the Responsible Conduct of Research – limited to 1 page.**

9. **Sponsor and Co-Sponsor Statements – limited to 6 pages.**
   A. Research Support Available
   B. Sponsor’s/Co-Sponsor’s Previous Fellows/Trainees
   C. Training Plan, Environment, Research Facilities
   D. Number of Fellows/Trainees to be Supervised During the Fellowship
   E. Applicant’s Qualifications and Potential for a Research Career

10. **Letters of Support (NEW!! With FORMS-D) – limited to 6 pages**
    OPTIONAL: Attachments may be provided (if applicable) by collaborators, consultants, advisors, etc.

11. **Description of Institutional Environment and Commitment to Training – limit 2 pages.**
    Additional Educational Information (required for F30 and F31 applications):
    - Describe the institution’s dual-degree (F30) or graduate (F31) program in which the applicant is enrolled, e.g. the structure of the program, required milestones and their usual timing (number of courses, any teaching commitments, qualifying exams, etc.) and the average time to degree over the past 10 years. Describe the progress/status of the applicant in relation to the program’s timeline, and the frequency and method by which the program formally monitors and evaluates a student’s progress.
NIH NRSA Fellowship
Proposal Preparation Checklist

- This information is typically provided by the director of the graduate program or the department chair. Include the name of the individual providing this information at the end of the description.
- Note that a listing of the applicant’s courses and grades must be included in the Fellowship Applicant Biographical Sketch, and NOT in this attachment

Other Research Training Plan (complete as needed) Fields 12-24:
• Human Subjects - if “YES” include the following 3 attachments. Refer to the SF424 for further instructions.
  a. Protection of human subjects
  b. Inclusion of women & minorities
  c. Inclusion of children
    
    Note: a cumulative inclusion and/or planned report may need to be included. Check with the PI/DLC if they are needed – it depends on the research planned
• Vertebrate Animals - required if answered “YES” to the question ‘are vertebrate animals involved?’
• Do not submit an “Authentication of Key Biological and/or Chemical Resources” attachment unless it is specifically requested in the FOA (field 24)

Additional Information Section: (complete as needed) Fields 25-28:
• Field of Training: drop down list, not 4-digit codes.
• Citizenship – Provide information requested. Note: It is the responsibility of the sponsoring institution to determine and retain documentation indicating that the individual candidate’s visa will allow him/her to reside in the proposed research.

In KC – this info will be populated directly from HR data, but if no HR data available, aggregator can input appropriate Visa Type into KC using one of the following codes:

<table>
<thead>
<tr>
<th>Code</th>
<th>Form Field(s) Populated</th>
</tr>
</thead>
<tbody>
<tr>
<td>C</td>
<td>U.S. Citizen or Non-Citizen National</td>
</tr>
<tr>
<td>N</td>
<td>Non-U.S. Citizen, With a Permanent U.S. Resident Visa</td>
</tr>
<tr>
<td>A</td>
<td>Non-U.S. Citizen, With a Temporary U.S. Visa Not valid for F-Series except Fogerty</td>
</tr>
<tr>
<td>B</td>
<td>Non-U.S. Citizen, both “With a Temporary U.S. Visa” and “Has applied for permanent resident status and expect to hold a permanent resident visa by the earliest possible start date of the award”</td>
</tr>
</tbody>
</table>

Budget
– Add tuition and fees or check box funds not requested.
– Final stipend and institutional allowance will be determined at the time of award.

Notes:
Should an ASSIGNMENT REQUEST FORM be included?
Should an INCLUSION ENROLLMENT REPORT be included if answered YES to human subjects?

Helpful Web sites:
NIH NRSA Fellowship
Proposal Preparation Checklist

Solicitations:

Application Guidance:
• SF424 Instructions: http://grants.nih.gov/grants/how-to-apply-application-guide.htm#sub
• Fellowship Information: https://grants.nih.gov/grants/how-to-apply-application-guide/forms-d/fellowship-forms-d.pdf
• Avoid common errors: http://grants.nih.gov/grants/how-to-apply-application-guide/learn-how-we-check-your-application-for-completeness/avoiding-common-errors.htm

NOTE: A common error is that the fellow is not affiliated with MIT in eRA Commons (as noted on page 1 of this checklist). Check the status in eRA Commons to ensure the fellow has PI status at MIT and the mentor is there too with role of sponsor!